



3 Senior GIS Specialist Positions
(GIS Business Analyst; Arcpad Specialist; GIS Specialist)
Information Technology Division
Recruitment # 2006-04-5827

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. The DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the Public Land Trusts. The DNR manages over 5.6 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1400 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Information Technology Specialist 4
Type of Position:	There are two permanent positions available. One non-permanent position expected to last 6-9 months. All three positions are represented by the WFSE. Once appointed the incumbents will be required to pay union dues or other representation fee within the first 30 days of employment.
Monthly Salary Range:	\$3,846 - \$4,924
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	April 19, 2006
Closing Date:	Open Until Filled, First screening June 19, 2006
Location:	Olympia, WA

POSITION PROFILE - GIS Business Analyst

The **Business Analyst** is a permanent opportunity primarily responsible to provide business consultation GIS-IT support for GIS database and software applications. The position plays a lead analyst and training role within the Customer Support Team. Consultation will be provided in the form of helpdesk, training and on-site visits to customer locations. Assess training needs, develop course materials, conduct customer training. Test and evaluate GIS information system products, applications and processes. Investigate and test emerging GIS-related technology for potential DNR benefits.

REQUIRED POSITION QUALIFICATIONS

Two years experience using work station ArcInfo and/or ArcView 3.x or 2 years experience using ArcGIS. This experience must include: AML or object oriented programming that accomplishes data analysis, map making, and creation of tools that simplify GIS processes for other GIS users. Also six months experience working with data collected by GPS.

A high level of understanding will be needed of DNR's tool sets (GPS, Oracle, ArcInfo, ArcView and ArcGIS) to interpret current business applications in order to trouble shoot, design, recommend and/or develop advanced GIS analysis techniques, processes and tools.

DESIRED POSITION QUALIFICATIONS

- Experience providing journey level technical analysis and support to professional GIS staff in the resolution and debugging of GIS and database problems.
- Teaching experience with large groups and one on one.

SPECIAL REQUIREMENTS

- This position requires the ability to travel. (If an employee operates a motor vehicle as part of their duties they must have a valid drivers license and have two years of driving experience.)

POSITION PROFILE - Arcpad Specialist

The **Arcpad Specialist** position is a permanent opportunity responsible for providing Arcpad support and support on a custom built ArcMap application for the first year and will transition to provide support in additional areas after the first year. Specifically, during the first year the position will:

- Provide Arcpad support to DNR's GIS community by answering helpdesk and other questions about the Arcpad software and standard data collection devices, train DNR region and division staff in the use and support of Arcpad, developing Arcpad forms used to collect data for specific projects, creating and maintaining training and other help documentation, testing new devices and future revisions of software.
- Provide support of the custom ArcMap application named "SMAC". This support includes answering helpdesk and other questions about the application, training other GIS Technical Support Group members in the use and support of it, testing future revisions of the application.
- These duties may require travel up to 50% of the time during the first year.

REQUIRED POSITION QUALIFICATIONS

- 2-3 years experience in analyzing natural resources related GIS data and processes using the ArcGIS software suite (experience evaluated in combination with completion of a Bachelor's or Masters degree in IT, Natural Resource Sciences, GIS or Forest Engineering)
- 1 year experience collecting GIS data with Trimble GPS units or Arcpad on portable data collection devices or teaching or supporting others doing so.
- Understanding of Garmin and Trimble GPS and mobile data collection devices (typically achieved after one year experience)
- Demonstrated ability to think creatively, take initiative, and function effectively and responsibly with little supervision in a team setting.
- Demonstrated ability to plan projects and efficiently carry out tasks

SPECIAL REQUIREMENTS

- This position requires the ability to travel. (If an employee operates a motor vehicle as part of their duties they must have a valid driver's license and have two years of driving experience.)

POSITION PROFILE – GIS Migration Project

The **GIS Specialist** position is a 12 month non-permanent position funded through June 30, 2007. (This position may be extended if additional funding is available.). The purpose of DNR's GIS Migration Project is to provide a strategic, phased transition from existing Unix-based GIS technology (Workstation ArcInfo and ArcView 3.2) to next generation ArcGIS technology. In this position, the GIS Specialist will:

- Participate as a team member or play leading role on key project activities. Help with testing and troubleshooting complex GIS problems. Document critical findings and technical issues that will impact DNR's GIS Users.
- Work with project staff and others in ITD to develop training materials, cross walks, cheat sheets, etc. to help GIS Users transition easily to ArcGIS.
- Provide project outreach. Act as the primary coordinator between the project, region/division technical consultants and GIS Users. Work closely with the project team to find out what information is needed for a specific activity. Obtain needed information (data, examples, code) from GIS Users in a timely manner then follow-up with contributors.
- Provide hands-on assistance and technical support to GIS Users who need help assessing and converting existing data and AMLs.

REQUIRED POSITION QUALIFICATIONS

Two years of GIS experience using ArcGIS (ArcView, ArcEditor, or ArcInfo) or one year GIS experience using ArcGIS (ArcView, ArcEditor, or ArcInfo) and one year of GIS experience using Workstation ArcInfo or ArcView 3.2.

DESIRED POSITION QUALIFICATIONS

- GIS experience using Workstation ArcInfo and/or ArcView 3.2.
- Ability to provide technical support to GIS Users at different skill levels.
- Ability to work effectively with DNR GIS Users (one-on-one and in small groups).
- Excellent written and verbal communication skills.
- Experience developing training materials and delivering classroom training.
- Ability to work independently in a team setting with other highly skilled GIS professionals.

SPECIAL REQUIREMENTS

- This position requires the ability to travel. (If an employee operates a motor vehicle as part of their duties they must have a valid driver's license and have two years of driving experience.)

WHO MAY APPLY

These positions are open to anyone who meets the required qualifications.

APPLICATION PROCESS

To be considered for these positions, please follow these instructions and submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed DNR application – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your application. Submit all materials by the closing date to:

dnrrecruiting@wadnr.gov

Please indicate 2006-04-5827 in the subject line of your e-mail and specifically which position you are applying for using the working titles.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact 360.902.1142 or e-mail us at DNRrecruiting@wadnr.gov.

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